

Travel Booking Cancellation Letter

Date: [Insert Date]

To,
[Travel Agency/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Travel Agent's Name],

I am writing to formally cancel our family trip originally booked for [insert travel dates] to [insert destination]. Our booking reference number is [insert booking reference number].

Due to [brief explanation of reason for cancellation, e.g., unforeseen circumstances], we are unable to proceed with our travel plans.

We understand there may be cancellation fees as per your policies, and we would appreciate your guidance on the next steps regarding potential refunds or credits.

Thank you for your attention to this matter. We hope to rebook with you in the future under better circumstances.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Contact Information]